SAO FINANCIALS UPGRADE

CUSTOMER FILE
DATA ENTRY STANDARDS

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REVISION HISTORY

REVISION NUMBER	DATE	COMMENT
V1.0	10/10/05	Original Document
V2.0	11/01/05	Revisions made after Face-To-Face Meeting on 11/1/05
V3.0	11/16/05	Revisions made after Fit-Gap Session

1.0 OVERVIEW

The scope of the Financials Upgrade project includes the upgrade of the State of Georgia's PeopleSoft Financials 7.02 system to release PeopleSoft Financials 8.8, the upgrade of the system architecture, additional activities that were added after the initial Statement of Work, and the inclusion of certain functions that support the State Accounting Office's mission and objectives.

Currently, there are approximately 72 Customer Files maintained under separate SetIDs in PS 7.02 and approximately 53,432 total customers across all SetIDs in PS 7.02. The consolidation refers to all agency customer files during upgrade.
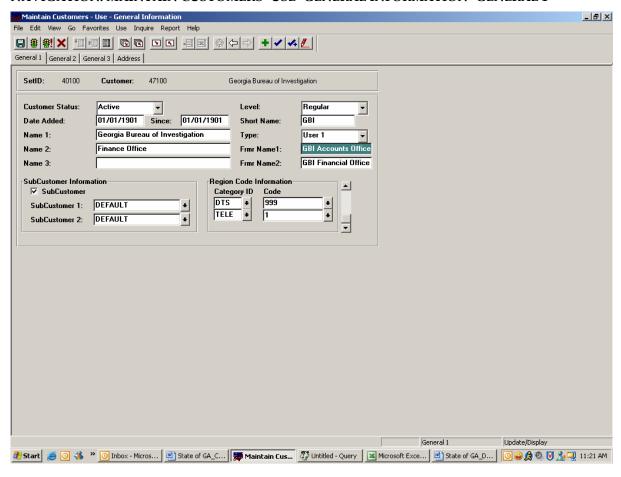
This document shows the naming conventions and data entry standards to be utilized by the agencies for the PS 7.02 customer file clean-up and going forward in PS 8.8. The agencies will clean-up the customer files in-place in PS 7.02 according to these Data Entry Standards.

2.0 PEOPLESOFT 7.02 SCREEN SHOTS & DATA ENTRY STANDARD FORMATS

NAVIGATION: MAINTAIN CUSTOMERS>USE>GENERAL INFORMATION>GENERAL 1

Data Entry Field	Data Entry Standard Format
Name 1	e.g., Georgia Bureau of Investigation OR Dennis B Loughlin Jr whichever applies.
Name 2	e.g., Finance Office, this is the overflow from Name 1 field otherwise leave blank.
Name 3	Leave blank.
Short Name	e.g., GBI
Former Name 1	e.g., GBI Accounts Office
Former Name 2	e.g., GBI Financials Office, only enter this field if it applies otherwise leave blank.

NAME 1 field

- This field is 40 characters long and can use a mix of upper/lower case letters.

- It is a required field.

- Enter either one of the following: Organization OR Customer name whichever one applies.

- MAKE SURE YOU REFER TO ENTITY CODE LISTING (APPENDIX A) FOR NAMING CONVENTIONS WHEN ENTERING EITHER ORGANIZTION NAME.

  Legal Name –

  - The NAME 1 field will list the customer legal name.

  - Be Consistent. Use capital letter for first letters only and small caps for rest.

  Individual's Names

  - All names of individuals are listed in the format First, MI, Last. (Dennis B Loughlin Jr)

  - No punctuation should appear in an individual's name except for hyphens (-) used in an individual's last name.   (Andrew Scribner-McClain)

  - Be Consistent. Use capital letter for first letters only and small caps for rest.

  Abbreviations –

  - Abbreviate only the middle initial of the name.

  Titles (Jr., Dr.) –

  - Use any titles that are part of a customer legal name. (i.e., Jr, Sr, Co, Inc, Pc, Ltd, etc.)

  - Don't use honor titles (i.e., Mr, Mrs, Ms, President, Sir, Judge, Dr, MD, PhD, Atrny, Esq, etc.)

  Use of "The" – "A" and symbols –

  - The words "THE" or "A" may be used at the beginning of a customer name (e.g. The Boston Globe, A Touch of Class). Please refer to Entity Code List naming convention standards (APPENDIX A).

NAME 2 Field

- If a customer OR organization name doesn't fit into the NAME 1 field, place the overflow from NAME 1 field into NAME 2 field.

NAME3 Field

- This field needs to be left blank.

SHORT NAME Field

- This field is 10 characters long and uses a mix of upper/lower case letters.

- It is a required field.

- If using an individual's name up to 10 characters maximum can be inputted. (e.g., Andrew Scribner-McClain can be listed as: Andrew Scr)

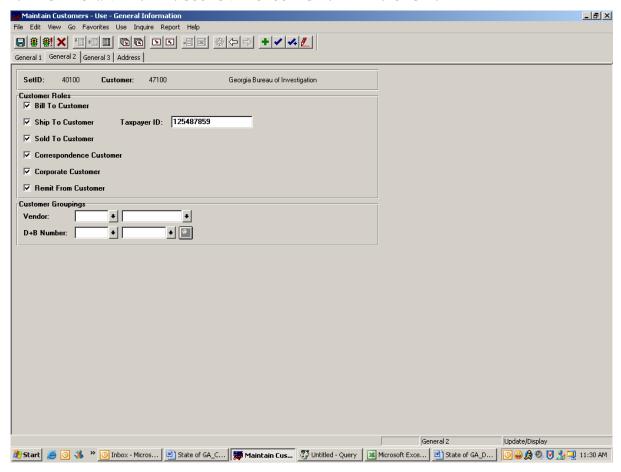- Do not use a person's initials as their short name.

- Can use abbreviations for organizations but do not leave spaces between the initials. (e.g., Georgia Bureau of Investigation can be listed as GBI)

- Leading words such as 'A' and 'THE' should be dropped from the customer short name.

FORMER NAME 1/NAME 2 Field

PKAs (Previously Known As) –

- These two fields are not required.

- PKA name changes are listed in the FORMER NAME 1/FORMER NAME 2 fields. Use First, Last is it's a customer name OR organization name, whichever applies. Please enter the former names starting with the latest one first, only if it applies otherwise leave these two fields blank. (e.g., If Georgia Bureau of Investigation Finance Office used to be GBI Accounts Office and was GBI Financials Office prior to that, then FORMER NAME 1 is GBI Accounts Office and FORMER NAME 2 would be GBI Financials Office)

NAVIGATION: MAINTAIN CUSTOMERS>USE>GENERAL INFO>GENERAL 2
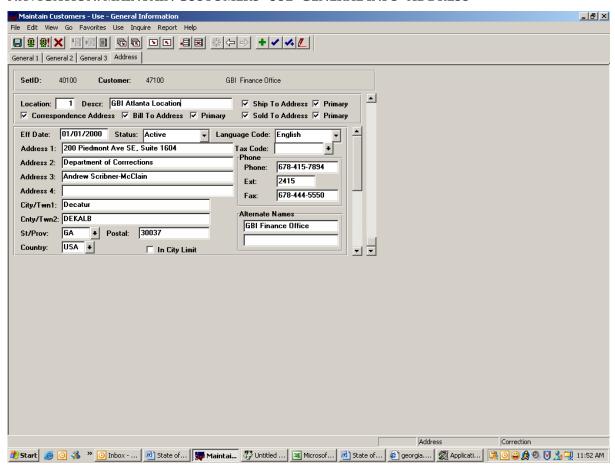

Data Entry Field	Data Entry Standard Format

Taxpayer ID	e.g., 125487859

TAXPAYER ID Field

- This field is 14 characters long and uses upper case characters.

- This is a required field.

- Enter ID using characters in the following format: XXXXXXXXX without dashes or spaces.

NAVIGATION: MAINTAIN CUSTOMERS>USE>GENERAL INFO>ADDRESS

Data Entry Field	Data Entry Standard Format
Location	e.g., 1
Description	e.g., GBI Atlanta Location
Address 1	e.g., 200 Piedmont Ave SE, Suite 1604
Address 2	e.g., Department of Corrections

Address 3	e.g., Andrew Scribner-McClain
Address 4	Leave Blank.
City/Twn1	e.g., Decatur
Cnty/Twn2	e.g., DEKALB
Postal	e.g., 30037-0054
Phone	e.g., 678-415-7894
Ext	e.g., 2415
Fax	e.g., 678-444-5550
Alternative Name 1	e.g., GBI Finance Office
Alternative Name 2	Leave blank

LOCATION Field

- This field is up to 3 numerical characters long.

- This is a required field.

- The maximum number of locations you can enter is 999.

DESCRIPTION Field

- This field is 30 characters long and uses both upper and lower case letters.

- This is not a required field.

- Be very descriptive in this field.

ADDRESS Fields

- The user will start at ADDRESS 1 and work down, populating any additional address lines as necessary. Keep in mind that the Post Office reads addresses from the bottom up. The most important part of the address should be as close to the bottom as possible. For instance, if you are listing both the PO Box # and the street address, but want the mail delivered to the PO Box #, you would list the street address in the ADDRESS 1 field and the PO Box # in the ADDRESS 2 field.

  - **Abbreviations –**

    - It is usually better to spell words out completely. If it is necessary to abbreviate, use the standard Post Office Business Abbreviations and abbreviate words as necessary going from the right to the left of the name.

  - **Punctuation –**

    - Only use punctuation that is absolutely necessary. Do not put periods after words like ST or PO BOX, 33RD ST, etc.

  - **Directions –**

- It is usually better to spell out directions unless you need to abbreviate them so that the address will fit on the address line. If necessary to abbreviate, use the standard abbreviations for directions.

  Address 1 –

  - This field is 35 characters long and uses a mix of upper/lower case letters.

  - This is a required field.

  - Enter Complete Address including Suite#, Apartment#, Building#, Floor#, Room #, etc…

  - Be Consistent. Use capital letter for first letters only and small caps for rest.

  Address 2 –

  - This field is 35 characters long and uses a mix of upper/lower case letters.

  - This is not a required field.

  - Enter the Department/Division name if it applies.

  - Be Consistent. Use capital letter for first letters only and small caps for rest.

  - MAKE SURE YOU REFER TO ENTITY CODE LISTING (APPENDIX A) FOR NAMING CONVENTIONS WHEN ENTERING DEPARTMENT/DIVISION NAME.

  Address 3 –

  - This field is 35 characters long and uses a mix of upper/lower case letters.

  - This is not a required field.

  - Enter the Attn to name if it applies.

  - Be Consistent. Use capital letter for first letters only and small caps for rest.

  Address 4-

  - Leave Address 4 field blank.

CITY Field

- This field is 30 characters long and uses a mix of upper/lower case letters.

- This is a required field.

COUNTY Field

- This field is 30 characters long and uses uppercase letters.

- This is not a required field.

POSTAL Field

- This field is 12 characters long and must be in Zip Code format.

- This is a required field.

- Use Zip +4 when available.

PHONE Field

- This field is 24 characters long.

- This is not a required field.

- The area code and full phone number should be entered in this field. Enter the 9 digit phone number using characters in the following format and do not use parenthesis: XXX-XXX-XXXX.

EXTENSION Field

- This field is up to 6 characters long.

- This is not a required field.

- Enter the extension, if applicable.

FAX Field

- This field is 24 characters long.

- This is not a required field.

- The area code and full phone number should be entered in this field. Enter the 9 digit phone number using characters in the following format and no parenthesis: XXX-XXX-XXXX.

ALTERNATIVE NAME 1/NAME 2 Fields

AKAs (Also Known As) and Aliases –

- This is not a required field.

- The DBAs (Doing Business As) is listed in the ALTERNATIVE NAME 1 fields.

- Generally accepted name such as the mnemonic name (IBM, GBI, etc.) and the name a company may be known as (Federal Express – FedEx) can be listed in the NAME 1 field. If it's a customer name use the following format: First, Last.

- ALTERNATIVE NAME 2 should be left blank.

IMPORTANT NOTES

1. **Questions can also be emailed to upgradefeedback@sao.ga.gov.**

2. **Going forward Social Security numbers may NOT be used for any fields.**

3. **Customer ID field has a maximum length of 15 alpha-numeric characters.**

APPENDIX A: ENTITY CODE LISTING FOR STAE OF GA

STATE OF GA REPORTING ENTITY

ORGANIZATION

Department of Administrative Services

Agricultural Exposition Authority

Agricultural Commodity Commission – Apples

Agricultural Commodity Commission – Canola

Agricultural Commodity Commission – Cotton

Agricultural Commodity Commission – Eggs

Agricultural Commodity Commission – Milk

Agricultural Commodity Commission – Pecans

Agricultural Commodity Commission- Peanuts

Agricultural Commodity Commission – Tobacco

Department of Agriculture

Agrirama Development Authority

Department of Audits and Accounts

Department of Banking and Finance

Boll Weevil Eradication Foundation of Georgia

Georgia Building Authority

  Hospital Authority

Georgia Class Nine Fire Department Pension Fund

College and University Foundations

  University of Georgia Athletic Association, Incorporated

  Kennesaw State University Foundation, Incorporated

West Georgia Tech Foundation

Department of Community Affairs

Department of Community Health

Correctional Industries

Department of Corrections

Department of Defense

Georgia Development Authority

Department of Early Care and Learning

Department of Economic Development

Department of Education

Employees' Retirement System of Georgia
  Regular

Environmental Facilities Authority

Financing and Investment Commission

Firefighter's Pension Fund

State Forestry Commission

State Games Commission

Georgia General Assembly

Golf Hall of Fame Authority

Golf Hall of Fame Board

Higher Education Assistance Corporation

Department of Human Resources

Department of Insurance

Georgia Bureau of Investigation

Jekyll Island State Park Authority

Judicial Branch

Department of Juvenile Justice

Department of Labor

Lake Lanier Islands Development Authority

Department of Law

Georgia Lottery Corporation

Department of Motor Vehicle Safety

Georgia Music Hall of Fame Authority

Department of Natural Resources

North Georgia Mountains Authority

Oconee River Greenway Authority

One Georgia Authority

State Board of Pardons and Paroles

State – Merit System of Personnel Admin. Personnel Board

Georgia Ports Authority

Department of Public Safety

Public Service Commission

Public Telecommunications Commission

Georgia Rail Passenger Authority

Board of Regents of the University System of Georgia

 Research Universities
  Georgia Institute of Technology

  Georgia State University

  Medical College of Georgia

  University of Georgia

 Regional Universities
  Georgia Southern University

  Valdosta State University

 State Universities
  Albany State University

  Armstrong Atlantic State University

  Augusta State University

  Clayton State University

  Columbus State University

  Fort Valley State University

   Georgia College and State University

   Georgia Southwestern State University

   Kennesaw State University

   North Georgia College and State University

   Savannah State University

   Southern Polytechnic State University

   University of West Georgia

State Colleges
  Dalton College

  Macon State College

Two-Year Colleges
  Abraham Baldwin Agricultural College

  Atlanta Metropolitan College

  Bainbridge College

  Coastal Georgia Community College

  Darton College

  East Georgia College

  Gainesville College

  Georgia Highlands (formerly, Floyd) College

  Georgia Perimeter College

  Gordon College

  Middle Georgia College

  South Georgia College

  Waycross College

Other
  Georgia Military College

  Skidaway Institute of Oceanography

Regional Educational Service Agencies
  Central Savannah River Area RESA

  Chattahoochee-Flint RESA

  Coastal Plains RESA

  First District RESA

  Griffin RESA

  Heart of Georgia School Systems RESA

  Metropolitan RESA

  Middle Georgia RESA

  North Georgia RESA

  Northeast Georgia RESA

  Northwest Georgia RESA

  Oconee RESA

  Okefenokee RESA

  Pioneer RESA

  Southwest Georgia RESA

  West Georgia RESA

Georgia Regional Transportation Authority

Agency for Removal of Hazardous Materials

Department of Revenue

State Road and Tollway Authority

Sapelo Island Heritage Authority

Secretary of State

Georgia Seed Development Commission

Sheriffs' Retirement Fund of Georgia

State Soil and Water Conservation Commission

Southwest GA RR Excursion Authority

Sports Hall of Fame Authority

Stone Mountain Memorial Association

Georgia Student Finance Authority

Georgia Student Finance Commission

Subsequent Injury Trust Fund Board of Trustees

Superior Court Clerks' Cooperative Authority

Teachers Retirement System of Georgia

Department of Technical and Adult Education

  Technical Colleges
    Albany Technical College

    Altamaha Technical College

    Appalachian Technical College

    Athens Technical College

    Atlanta Technical College

    Augusta Technical College

    Central Georgia Technical College

    Chattahoochee Technical College

    Columbus Technical College

    Coosa Valley Technical College

    DeKalb Technical College

    East Central Technical College

    Flint River Technical College

    Georgia Aviation Technical College

    Griffin Technical College

    Gwinnett Technical College

    Heart of Georgia Technical College

    Lanier Technical College

    Middle Georgia Technical College

    Moultrie Technical College

    North Georgia Technical College

    North Metro Technical College

    Northwestern Technical College

    Ogeechee Technical College

    Okefenokee Technical College

    Sandersville Technical College

    Savannah Technical College

    South Georgia Technical College

    Southeastern Technical College

    Southwest Georgia Technical College

    Swainsboro Technical College

    Valdosta Technical College

    West Central Technical College

    West Georgia Technical College

Georgia Technology Authority

Department of Transportation

Office of Treasury and Fiscal Services

State Department of Veterans Service

State Board of Workers' Compensation

World Congress Center Authority

Judicial Branch also includes the following:

436 - Superior Courts

437- Prosecuting Attorneys Council

432 - Court of Appeals

438 - Supreme Court